

Wisconsin Voluntary Emission Reduction Registry

Project Information Form Instructions

Please note that, even though this is called the project information form, we encourage you to report your emission reductions on a facility or entity-wide basis.

Also, if you are reporting multiple emission reduction projects, you need to complete one Project Information form for each project and one Registrant Information form for all of the projects. In other words, you will submit one Registrant Information form and multiple Project Information forms. Please be sure that the registrant name on each Project Information form is identical to the registrant name on the Registrant Information form.

Project Status

Check the New box if this is an emission reduction that has never been registered.

Check the Update box if this is a continuing project that has been reported in past years. See s. NR 437.07(4) for registration update requirements. Please submit a new project information form (PIF) for each year in which you wish to register the reduction. If, in subsequent years, there are changes (not corrections) to previously registered reductions, you must attach an explanation of the changes and recalculated baselines and/or reductions, if applicable.

Check the Correction of Historic Data box if this is a correction (not an update) to an emission reduction already registered. Please provide an explanation and documentation of the correction. See s. NR 437.07 for correction of historic data requirements.

Project Identification

Registrant name is the name of the individual, company, government agency, non-profit organization, or other entity which seeks to register the emission reduction(s). This must be the same registrant name as provided on the registrant information form (RIF).

Project name is whatever name you select for the project.

NR 438 Facility ID Number - If you have an air permit or report your air contaminant emissions annually to the Department, then you have a facility ID number. Please enter that number, if applicable.

Standard Industrial Classification (SIC) four digit code - Note that the Department has not yet officially switched to the new North American Industrial Classification System (NAICS) now in use at the federal level.

Air Permit Identification Number - If the emission source where the reported reduction took place has an air pollution control permit, please enter the air permit identification number.

Description

Provide a brief description characterizing the nature of the business or other activities of the applicant.

Note: If you are aggregating emission reductions for several or many sources or facilities with facility identification numbers and air permits, please attach a separate sheet listing the FID, air permit number, and location for each source or facility. The aggregated reductions from all of the sources or facilities may be referred to as one project.

Project Location

You must provide the location of each emission reduction or carbon sequestration project. In some cases (e.g., for a facility), a street address is appropriate. In other cases (e.g., carbon sequestration projects), street addresses probably won't work. For carbon sequestration projects, give the location by town/range or provide a legal description. In any case, a map showing the project or facility location is always helpful. Please provide enough detail so we can find the project.

Project Information Contact

This is the person who actually calculates the emission reduction and knows all the details about how the reduction was achieved and how it was documented. This is the technical person who we will want to contact if we have questions about the emission reduction project. Often this will be the same person listed on the registrant information form as the emission reduction registry contact.

Project Information

Project Eligibility

1. There are two types of voluntary emission reductions. One type is when no legal requirements apply to the air contaminant being reduced. The other type of voluntary emission reduction is when legal emission reduction requirements exist, and the reduction goes beyond the requirements. Please indicate which type of reduction you are applying to register.
2. Indicate whether or not this emission reduction occurs before it is required by law or results in emissions lower than allowed by law. If your answer is no, then this reduction is not eligible to be registered. See NR 437.02(8) for the definition of "law". Also, see section V part A in the registry handbook for a more detailed discussion of registry eligibility requirements.

Type of Emission Reduction Activity - Please check the appropriate box. If you check the Other box, be sure to specify what type of emission reduction action was taken.

Description of the emission reduction, emission avoidance, or carbon sequestration activity
Please provide a complete and comprehensible description. You may be able to fit your description into the small space provided on the form, or you may need to attach additional sheets.

Date Emission Reduction Was First Achieved - Please enter the date when the emission reduction was first achieved.

List of Protocols - Please list all protocols or methods used to measure, calculate or estimate emissions, emission reductions, avoided emissions, or carbon sequestered. NR 437.04(2) lists approved protocols and includes provisions for the use of alternative protocols. You must use a protocol listed in NR 437.04(2)(a) or you may use an alternative protocol submitted under NR 437.04(2)(b). All protocols submitted under (2)(b) are listed on the registry web page. Note that NR 437.04(2)(d) states that you may register an action without quantifying the emission reduction if no protocol is available.

Type of Baseline - Indicate the type of baseline you used to calculate your emission reduction. Section NR 437.05 specifies how each type of baseline is determined. See the registry handbook for a description of each type of baseline.

Baseline Calculation - Show the baseline calculation or calculations and attach additional sheets as necessary. If you calculate baselines for multiple pollutants using the same method, it may be necessary to only show the calculation for one pollutant and provide the emission factors for each of the pollutants.

Emission Reduction Calculations - Provide all emission reduction calculations. If identical calculations are repeated, it is acceptable to show only example calculations. Just be sure that enough data are provided so that we can understand how the reductions were calculated.

Emission Reduction Aggregation - If you are reporting aggregated emission reductions, please explain the method you used to aggregate reductions. You may aggregate emission reductions made at your own facilities or reductions made by others. See part IV section D of the registry handbook for a more detailed discussion of aggregated emission reductions.

Other Parties Who May Also Report the Emission Reductions for this Project
This could occur primarily in two situations:

If the emission reduction project or emission source is owned by more than one person, then the emission reduction may be split between the owners. In this situation, you should provide the agreed upon proportions of the reduction belonging to each owner. This must be determined before the emission reduction can be registered.

In the case of an indirect emission reduction, two parties may be able to claim the emission reduction. For example, if you reduce emissions through the implementation of energy efficiency measures, then you and the electric utility company may be able to claim the reduction. However, the registry rule does not allow more than one party to claim the same

emission reduction [NR 437.03(4)]. The registry rule also states that the VER must be the result of one or more actions taken in order to register an emission reduction [NR 437.03(2)].

Thus, if you pay for and take an energy efficiency action (such as buying and installing energy efficiency light bulbs or appliances), then you clearly are eligible register the reduction, if it meets all of the other requirements of the registry rule. Even though the emission reduction actually occurs at the electric utility, they may not claim the reduction, since they did not take any action to reduce emissions. On the other hand, if the utility pays for the action and carries it out, then they can register the reduction. However, if the utility pays for the energy efficient appliance and you purchase and install it, it is not so clear who may register the reduction. In this case, you and the utility must determine who will register the reduction , assuming it meets all of the requirements of the registry rule.

Emission Reductions Included in Other Registry or Trading Programs

If you have registered this emission reduction in another state or national registry or trading program, please provide the names of those programs. Examples of other programs where reductions made in Wisconsin could be registered include the federal Voluntary Reporting of Greenhouse Gases program [1605(b)], the Chicago Climate Exchange program, and the California Climate Action Registry.

Emission Reduction Summary

Please summarize your emission reductions by year and by air contaminant. Include energy saved and the quantified emission reductions or carbon sequestered. You may provide this information in a different format if it is more appropriate or easier to do so.

Mercury

If you are applying to register a mercury collection project, provide a description of the methods used to store and dispose of the collected mercury.

Registrant Certification

The designated responsible official must sign this statement. Section NR 400.02(136) defines responsible official as follows:

"Responsible official" means one of the following:

(a) For a corporation, one of the following:

1. A president, secretary, treasurer or vice-president of the corporation in charge of a principal business function.
2. Any other person who performs similar policy or decision-making functions for the corporation.
3. A duly authorized representative of a person listed in subd. 1. or 2. if the representative is responsible for the overall operation of one or more manufacturing, production or operating facilities applying for or subject to a permit and the representative is approved in advance by the department.

(b) For a partnership or sole proprietorship: a general partner or the proprietor, respectively.

(c) For a municipality, or a state, federal or other public agency: either a principal executive officer or ranking elected official. For the purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency, for example, a regional administrator of EPA.

(d) Notwithstanding paragraphs (a), (b) and (c), for affected sources, the designated representative.

Verification

Please indicate here the type of verification of the emission reduction that was done, if any. The choices are self-audit, third party verification or no verification.

If your emission reduction is verified by a third party, provide the name, address, and telephone number of the verifying company and the name of a contact at the verifying company who is familiar with your verification. Also include a description of the verification procedure (the verifier can provide this). You may also include a copy of the verification report. A more detailed discussion of verification procedures can be found in section V part A in the registry handbook.